

February 2020

HILLCREST COMMUNITY ASSOCIATION

www.hillcrest.org

ARCHITECTURAL GUIDELINES FOR HILLCREST

If you are considering to complete exterior improvements to your home, please keep in mind that you must submit for architectural approval prior to commencing work. The review process allows 45 days for review of your submittal from the time of receipt of a completed application. Incomplete applications will be sent back for re-submittal and will not be considered. Management may not expedite the review of any applications; so please submit your application early, before you actually schedule a contractor to ensure time for your application to be processed and reviewed. If you would like to view the guidelines and application, please visit the Association's website at: www.hillcrest.org to download the material or email suggen@keystonepacific.com to request a copy.

ANNUAL MEETING—CANDIDACY STATEMENTS

There are five (5) seats up for the annual election for the Hillcrest Community Board in April. The three candidates receiving the highest number of votes will be elected for a two year term and the two candidates receiving the next highest votes, will be elected for a one year term. The members of the Board of Directors are the elected representatives of the Homeowners Association and are the only officers of the Corporation. The Board of Directors has the exclusive responsibility to supervisor the property, sub-contractors, finances, CC&Rs, Rules and Regulations, and in general, make any decisions which may affect the Association and its members. If you are interested, please complete and return the Application for Candidacy that was included in your January statement. If you do not have a candidacy statement, please contact suggen@keystonepacific.com and request that a copy be sent to you.

HOMEOWNERS ARE RESPONSIBLE FOR THEIR TENANTS

Owners, if you are renting out your property, please ensure that your tenants have a copy of the Association Rules and Regulations and adhere to them. As a homeowner, you are ultimately responsible for their actions. If you do not have a copy of the Rules and Regulations, please contact Keystone and one can be provided to you. You may also want to provide them with a copy of the monthly newsletter.

BOARD OF DIRECTORS:

President: Victor Lange
Vice-President: Vacant
Treasurer: Valerie Robertson
Secretary: Chris Hedger
Member-at-Large: Pam Elkins

NEXT BOARD MEETING:

Monday, February 10, 2020
6:00 P.M.
Norman P. Murray Center
Mission Viejo

The final agenda will be posted on Community Bulletin board by the pool. You may also obtain a copy of the agenda by contacting management at (949) 838-3225.

IMPORTANT NUMBERS:

ASSOCIATION MANAGER:

Sheryl Uggen
Phone: (949) 838-3225
Emergency After Hours: (949) 833.2600
Fax: (949) 377.3309
email: suggen@keystonepacific.com

COMMON AREA ISSUES:

Claire Fullerton
Phone: (949) 508-0569
Email: cfullerton@keystonepacific.com

BILLING QUESTIONS/ ADDRESS CHANGES/ WEBSITE LOGIN:

Phone: (949) 833.2600
customercare@keystonepacific.com

ARCHITECTURAL DESK:

Phone: (949) 838.3239
architectural@keystonepacific.com

INSURANCE BROKER:

Please call them directly if you need an insurance certificate for your lender.
LaBarre/Oksnee Insurance
(949) 588-0711

HOMEOWNER ASSESSMENT ADDRESS CHANGE— Effective immediately, mail to:

P.O. Box 513380
Los Angeles, CA 90051-3380

Managed by Keystone
16775 Von Karman Ave., Suite 100
Irvine, CA 92606

OWNER LIABILITY FOR DAMAGE; DUTY TO INSURE

RIGHT AND DUTY OF OWNERS TO INSURE - In accordance with Article IX, Section 9.03 of the Hillcrest CC&Rs, entitled "Right and Duty of Owner to Insure", each Owner has a duty to insure their Unit for losses that are below any deductible the Association maintains, for the entirety of any losses that would not be covered by the Association's insurance policy, and for any improvement and personal property within the Unit. Therefore, an Owner is responsible to insure their Unit for damage that occurs to components within the Unit for which they have the obligation to maintain, repair and replace.

INSURANCE CLAIM - To the extent the Association maintains insurance which may cover damage to a Unit component, an Owner making a claim under the policy is responsible for payment of his pro rata share of the deductible.

REPAIR AND MAINTENANCE BY OWNER - In accordance with Article II, Section 2.10 of the Hillcrest CC&Rs, entitled "Repair and Maintenance by Owners", each Owner has a duty to maintain, repair and replace the components of his or her Unit in a clean, sanitary and attractive condition. Each Owner must ensure that their Unit components are in good working condition. This includes toilets, faucets, icemakers, washing machines, showers and bathtubs, water heaters, cooling and heating systems, and other fixtures within the Unit utilizing water, including, but not limited to, the waterline connections and angle stops from the wall to the fixture. Each owner must periodically inspect all waterlines and fixtures utilizing water, and, where necessary, promptly make necessary repairs.

MAINTAINANCE OF PROPERTY - To the extent an Owner fails to properly maintain and repair their Unit components and the Unit component fails and causes damage to another Unit or Common Area, the responsible Owner is liable for the costs of repair to restore the damaged Unit and/or Common Area. Therefore, it is incumbent upon each Owner to obtain and maintain insurance which covers not only damage to his or her own Unit, but also for damage which may result to property other than his or her own Unit.

COMMON AREA DAMAGE - Article III, Section 3.07 of the Hillcrest CC&Rs, entitled "Damage by Member", requires each Unit owner to be responsible to the Association for any damage to the Common Area resulting from the negligence or willful misconduct of the Owner (including the Owner's family members, tenants and guests), and, after notice and hearing, provides that the cost of correcting such damage shall be charged to the Owner as a Special Assessment, subject to enforcement by lien and collection, the same as other Regular and Special Assessments. If the Association decides to make a claim against its insurance policy for damage to the Common Area caused by an Owner's negligence or willful misconduct, in addition to other charges, the Association may levy the cost of the deductible as a Special Assessment against the responsible Owner (s).

RIGHT OF ENTRY - Article VI, Section 6.02 of the Hillcrest CC&Rs authorizes the Association to enter a Unit, after three (3) days written notice to the Owner, for the purpose of performing maintenance and repair for components which the Owner is responsible, but fails to make. No notice of entry is required in an emergency, such as in the case where damage to another Unit or Common Area is threatened.

WATER LEAKS - Each Owner has the duty to promptly report all water leaks and evidence of leaks (such as water spots on ceilings, wet walls or floors, etc.) to the Association's management company. The Association will not be responsible for damage to a Unit which results from an unreported water leak. Prompt reporting of water leaks or evidence of water leaks allows the Association to investigate and make necessary repairs to minimize damage to the Common Area and Unit, with the goal of minimizing claims against the Association's insurance policy, which could result in increased premiums, which then results in increases in Regular Assessments to all Owners.